

BAYLOR UNIVERSITY CONTRACT EXECUTION COVER SHEET

REQUESTED BY:

Name: _____
Title: _____
Date: _____

DUE DATE:

FOR SIGNATURE BY:¹

Name: _____
Title: _____

CONTRACT SUMMARY

Subject Matter:

Other Party:

Duration:

From: _____
To: _____
Renewal _____

Termination Provision:

Cost to Baylor:

Initial: _____
Year 1: _____
Ongoing: _____

Funding Source:

Account No. _____
App. by Div. Budget Manager: _____
App. by Budget Office: _____

COORDINATION

**Office Responsible for the
Subject Matter**

Other Office(s) Affected

Supervisors between

Requestor and

Signature Authority

Office of General Counsel

Office of Risk Management

COMMENTS: Non-concurrence requires comments. Attach additional sheet if necessary.

REQUESTOR CERTIFICATION: I certify that I have read the contract, that it accurately reflects the intent of the parties and contains the elements required in the Substantive Checklist, that I have included all contract documents mentioned in the contract, that the contract is in Baylor's best interest, that the activity is consistent with Baylor's mission, that funds are available and have been or will be encumbered, and that I will administer the contract in accordance with its terms.

Signature of Requestor

Attach Contract Worksheet and Complete Contract to this Cover Sheet

¹ Only the President, Provost, Vice Presidents, and a person designated in writing by the President to sign particular documents have signature authority. A corporate secretary or an assistant secretary must attest to the signature of the Provost, Vice President, or person designated by the President.